Applicants should thoroughly review the FY17 guidelines before preparing the application. GCA will be utilizing a new online application system for FY17, so some elements of the application will be different than in previous years.

The deadline to submit applications is February 10, 2016 at midnight.

There will be an online training webinar on Tuesday, January 19 at 11:00 AM. To register, go to http://gcagrantworkshop.eventbrite.com

If you have any questions as you prepare your application,
please contact Tina Lilly, Grants Program Manager, at
tlilly@gaarts.org or **(404) 962-4827**.

Disabled individuals requiring assistance with this information or information in a different format
please contact Marva Swanson, Accessibility Coordinator
Georgia Council for the Arts
75 Fifth St. NW
Atlanta, GA 30308
404-962-4837 mswanson@gaarts.org

INTRODUCTION

GCA Mission

The mission of Georgia Council for the Arts is to cultivate the growth of vibrant, thriving Georgia communities through the arts

GCA Goals

- ECONOMIC DEVELOPMENT: Use the arts to promote Georgia's economic growth
- COMMUNITY IMPACT: Support strong connections between artists, arts organizations and the public resulting in community connections and an improved quality of life
- ADVOCACY: Act as a catalyst for increased public awareness of the value of the arts and of Georgia's rich cultural heritage
- CAPACITY BUILDING: Invest in the sustainability and advancement of Georgia's creative sector

Introduction to GCA Grants

GCA believes that the arts can transform communities, and our grants support those organizations whose work demonstrates the meaningful intersection between excellent artistry and community development (economic, social, educational, etc.). Grant funds support projects and organizations that strive to make a difference, utilizing the arts as a tool for increased vitality and community connections in Georgia. Examples of programs from organizations funded in the past include:

- A new arts festival set up to increase tourism in a community
- Guitar classes held for teens with a history of running away to encourage them to stay in school
- Training for individual artists on writing business plans
- The development of a new play that explores memory and Alzheimer's disease
- A performance by a world-renowned dance company in a rural community

These are projects that addressed a specific need in a specific community and had measureable outcomes.

Unfortunately, we are not able to fund all of the worthy organizations that apply. As a result, panelists are trained to evaluate applications with an eye towards thoughtful programming that will most significantly benefit the people of Georgia and can measure and prove the programming's positive impact.

FY17 PARTNER GUIDELINES

Grant Description
Partner Grants provide operating support for non-profit arts organizations located in Georgia.

Eligible Applicants
An eligible applicant must:

- be an arts organization, which GCA defines as an organization with an arts-based mission statement.
    - Multidisciplinary organizations may apply if the arts are part of the mission statement and more than 50% of the organization's programming is arts-based
    - For groups or organizations within a college/university or local government, GCA defines an arts organization as one that:
        - has its own community advisory board (see definition on page 13)
        - receives at least 20% of its income from outside the college/university or government entity
        - is not an academic department within the college/university
        - manages its own budget
        - does not exclusively present work for or by students as part of the curriculum of the school. While some of the organization's work may be student-focused, there must be a significant percentage of programming that serves the greater community outside of the school.
        - has an arts-based mission statement

- be registered with the office of the Secretary of State (Use the following link to check your organization's status: https://ecorp.sos.ga.gov/BusinessSearch) (*This requirement is not applicable for government entities or college/university applicants*)
- be a 501(c)3 non-profit located in Georgia. If the applicant organization is not separately incorporated, but a division of a parent organization, the applicant may apply provided the parent organization fulfills all of the eligibility requirements. (*This requirement is not applicable for government entities or college/university applicants*)
- have completed all requirements for any previous GCA grant.

Please note: GCA will accept applications from parent organizations, but not fiscal agents. GCA defines a parent organization as one with which an applicant has a long-term, legal relationship, and the parent organization has the ultimate fiduciary responsibility for the organization. A fiscal agent is an organization which allows an applicant to apply for funding using the fiscal agent's non-profit status, but which does not have a legal, binding, long-term relationship with the applicant nor does it have fiduciary responsibility.

If your organization is not eligible to apply for the Partner Grant, you may be eligible for the Project Grant.

Eligible Applications
Eligible applications must:

- Include arts programming that takes place and is completed between July 1, 2016 and June 30, 2017
- Include a one-to-one cash match in the budget
- Include a public component in the programming
- Utilize a venue/location that is accessible to people with physical disabilities
- Not include programming that promotes a specific religious doctrine or political party or candidate
- Be submitted through GCA's online grant application system with no missing components by the deadline of February 10, 2016 at midnight.

Applications that do not meet these criteria will be ruled ineligible and will not be reviewed. Applicants may not submit additional material after the deadline.

Organizations may only submit one Partner or Project Grant application per fiscal year.

Funding Request
Applicants may request no more than $25,000. The budget must show a one-to-one cash match for the request amount.

Deadline
The application with all required components must be completely uploaded into GCA's online grant application system no later than **midnight on February 10, 2016.** GCA strongly encourages applicants to submit the application well ahead of the deadline. No changes to the application can be made nor will additional material be accepted after the deadline.

Please Note: GCA staff will not be available to assist with questions after 5:00 PM on February 10.

Ineligible Applications
Applications that are submitted after the deadline, that do not contain all of the required information, or are submitted by applicants that do not meet the eligibility guidelines will be ruled ineligible and will not be reviewed by the panel. Additional information will not be accepted after the deadline.

False Information
Any grant award made based on false information in the application may be canceled by GCA at any time.

Accessibility
Any program funded by a GCA grant must take place at a location that is physically accessible to all Georgia citizens. For information and guidance on making your programs accessible to people with disabilities, review the *Accessibility Planning and Resource Guide for Cultural Administrators* on the website of the National Endowment of the Arts. http://arts.gov/accessibility/accessibility-resources/publications-checklists/accessibility-planning-and-resource

Panel Review Process
GCA works to put together grant panels that are diverse in terms of the panelists' discipline, where they live in the state, ethnicity, gender, the size of their organization, experience, etc.

Once the deadline has passed, GCA staff review submitted applications to ensure that all required material is included. Panels are organized by applicant budget size so that the Community Impact of each applicant is being evaluated against organizations with similar resources.

GCA staff members prepare a report on applicants that did not complete the requirements of previous grants, such as late final reports or incomplete projects. Panelists read the applications and staff reports and submit preliminary scores and comments. An overall preliminary score for each applicant is determined by dropping the highest and lowest scores and averaging the rest. Panelists are then given access to comments from the other panelists as well as preliminary scores.

Panelists convene via conference call for the final evaluation. Panelists discuss each application, and then amend their preliminary scores if they choose. The high and low scores are then dropped, and the remaining scores are averaged to get the applicant's final score.

Once all panels are complete, all applicants are ranked by score in the two grant categories- Partner and Project Grants. Applicants with the highest scores in each grant category are funded.

Timeline
Grant review panel meetings will take place between March and June, 2016. Organizations will be notified when their applications will be reviewed by the Panel, and all Panel meetings are open to the public.

Grant announcements will be made via e-mail in July, 2016.

APPLICATION INSTRUCTIONS

GO Online Application
PLEASE NOTE: GCA has changed its online application system from e-Grant to GO. All FY17 applications must be submitted through GO. Applicants may access GO at http://gca.culturegrants.org/

GCA recommends that applicants use either Chrome, Firefox or Safari to access the online application.

Sign Up: Because this is a new system, all applicants must register for an account. To register, click the SIGN UP button and follow the instructions.

At the bottom of the first sign up page you will see the question, "Would you like to associate this user account with an organization?" You should enter YES.

On the second registration page, the first question will ask you to choose an Organization Role. You should choose DISTRIBUTOR/DIRECT RECEIVER.

Be sure to click SAVE at the bottom of each page to save the information you have entered before moving on to the next page.

Multiple Users: The person who creates the account for an organization is the Primary Account Holder. That person has the ability to create Non-Primary Account Holders so that multiple people from the same organization can access an application. To do this, the Primary Account Holder should login, go to the Manage Account tab, and then click on Manage Users. Enter the information requested and click Submit. The GO system will automatically send an e-mail to that person asking him/her to validate the account and create a password.

Requirements
The following items are required as part of the application:

Complete online in GO:
- GO application
- Narrative
- List of Programs
- FY17 Budget

Attach to the GO application:
- Budget Breakdowns
- FY17 Strategic Plan
- Board of Directors List/Advisory Board List
- Support Material

The following items are required of some applicants and should be attached to the GO application:

- Letter from Parent Organization
- IRS 501(c)3 letter
- Financial Statements

The following pages will outline the specifics of each requirement. Do not submit any additional material other than what is requested as it will not be evaluated by the Panel.

NARRATIVE

You must answer the following questions within the online application. Do not imbed links to outside sources in your narrative. Panelists are not required to follow these links. If you would like to direct the panel to a website, include that link in the Support Material.

Overview

- What is the organization's mission statement?
- Briefly discuss the organization's history and give a short overview of the type of services/programming the organization offers

Community Impact

- Describe the community the organization serves. This community could be defined by geography, age, physical ability, gender, ethnicity, etc., or any combination of these or other traits. Explain how the community you serve influences the organization's work.
- How does the community you serve benefit from your programming? Cite results from recent evaluations/surveys that verify the organization's impact on the community.
- Provide a specific example of a past program that had a clear impact on a person or people in your community.
- How does the organization **actively** engage underserved audiences and develop ongoing relationships with these communities? How are members of targeted underserved communities involved in the planning of programs? (Note: The answer should not focus exclusively on using an ADA compliant facility or giving away tickets.) (Underserved audiences are those groups that lack access to the arts because of any barrier, such as language, geography, economic status, physical ability, etc.)
- Describe a strong, meaningful partnership with another organization that helps/helped your organization better serve your community and/or reach new audiences.

Artistic Excellence

- How does the organization ensure high artistic quality? Include the qualifications of the person/people making artistic decisions. Also list any significant achievements/awards by the organization that would speak to the artistic quality of the work.
- Give an example of recent programming that demonstrates high artistic quality.

Goals

- List two significant, measurable goals for your organization in FY17 that are part of your strategic plan. Why are these goals important to the organization and the community served? (NOTE: If your organization is funded, these goals will become a part of your grant contract, and you will report on them in your FY17 Final Report.)
- How do you define success in achieving the two goals? How will you measure/evaluate your success in achieving the goals?
- How do these goals align or intersect with GCA's goals, which are listed below?
    - ECONOMIC DEVELOPMENT: Use the arts to promote Georgia's economic growth
    - COMMUNITY IMPACT: Support strong connections between artists, arts organizations and the public resulting in community connections and an improved quality of life
    - ADVOCACY: Act as a catalyst for increased public awareness of the value of the arts and of Georgia's rich cultural heritage
    - CAPACITY BUILDING: Invest in the sustainability and advancement of Georgia's creative sector

LIST OF PROGRAMMING

Your FY17 List of Programs will be entered into the online application.

Programming includes exhibits, performances, classes, publications, conferences, residencies, etc. Include a very brief description of each service as well as information about the artists involved (i.e. their experience, awards/recognition they have received, etc.) that would prove that the program will be of high artistic quality. In the last column, indicate why each program was selected, focusing on the benefit of the program to the community you serve.

You may list programs individually or group them together. For example, you could list a Warhol and a Picasso exhibit separately or you could group them together under the title Art Exhibits.

- The programming must take place between July 1, 2016 and June 30, 2017
- List only services produced, presented, or coordinated by the applicant organization
- Re-granting entities should not list programs presented by the organizations receiving grants
- Applicants should not list programs produced by their members
- Organizations should not list programs presented by another organization renting the applicant organization's venue
- Organizations that present services that are not arts-based should list only arts programming.
- Do not list fundraisers or marketing material such as brochures, flyers, postcards, posters, ads, class schedules, etc.
- If you do extensive programming, you do not have to list each and every program, but you should list enough so that the panel gets a sense of the breadth and depth of your services.
- Be very specific when detailing the reason each program was chosen and the benefit to the community- the panel looks closely to see that programming clearly benefits the community being served.

Example:

Name of Program	Description/Artist Qualifications	Anticipated Audience	Reason this Program was Selected/Benefit to Community
Guitar classes	Jane Doe, the high school music teacher, will lead twice-weekly guitar classes during the summer targeted at 12-14 year olds.	22	Local police officers have noted an increase in vandalism from students in this age group who are left unattended during the summer when school is out and their parents/guardians are at work.
Classical Music Series	Concerts by John Doe, Bill Smith and Jane Johnson. John Doe is the Principal Cellist with the New York Symphony Orchestra. Jane Johnson won the Van Cliburn Competition in 2011. Bill Smith has been a professor at XYZ University teaching violin for the last 20 years.	320 per concert	These concerts will be held in a rural south Georgia community with no other access to live classical music concerts
Classes	A series of 4 weekly, 2 hour-long classes for visual artists on setting up a website. The classes will be taught by John Smith, a web designer who specializes in sites for visual artists	25	Our organization surveyed local artists about their business needs, and 76% expressed an interest in a class showing them how to set up a web site

BUDGET

In the online application, you will complete a budget chart. In the chart, you will enter the actuals from your most recently completed fiscal year as well as your budget for GCA FY17. **This budget must be for the period for which GCA is providing funding, which is July 1, 2016-June 30, 2017.**

- Do not include in-kind in the income or expense parts of the budget. In-kind will be listed in a separate question online.
- The total income and expenses do not have to be equal.
- The budget **MUST** show a one-to-one cash match for your grant request. For instance, if you are requesting $10,000 from GCA, your budget must show that you plan to raise at least $10,000 from other sources (i.e. ticket sales, donations, memberships, etc.)

Ineligible Expenses

Due to prohibitions in the Georgia Constitution, by other regulations of the state, or by policy, there are expenses that Georgia Council for the Arts does not fund; however, **those items should be included in the budget**. When completing the Budget Breakdowns, you will indicate any ineligible expenses.

The following are ineligible expenses:

- Capital Expenditures/Equipment, which are permanent fixtures or equipment with a useful life of over one year that cost more than $5,000. This includes:
    - Buildings or real estate
    - Renovations or improvements involving structural changes
    - Roads, driveways, parking lots or other projects/repairs
    - Permanent or generally immobile equipment
- Fundraising event expenses
- Programming outside of Georgia
- Tuition for college/university study
- Scholarships, prizes, or endowment funds
- Debt and interest associated with capital expenditures
- Depreciation
- Bad debt
- Alcohol or concessions
- Entertainment expenses, such as receptions, refreshments, staff or cast parties, staff awards, flowers, etc.
- Late registration fees for conferences
- Fees paid to lobbyists
- Travel and accommodation expenses that are over the rate allowed by the state of Georgia (see http://www.gsa.gov/portal/category/100120 for a breakdown of travel rates)
- Any expenses labeled as miscellaneous, other, additional expenses, discretionary expenses, slush fund, etc.

ATTACHMENTS

The following items (which will be described in full later in this section) must be attached to your online application.

- Budget Breakdowns
- FY17 Strategic Plan
- Board of Directors List/Advisory Board List
- Support Material

The following items are required of some applicants and should be attached to the GO application:

- Letter from Parent Organization
- IRS 501(c)3 letter
- Financial Statements

FORMAT REQUIREMENTS

Most panelists read applications and attachments online while others print out the attachments. Follow these guidelines to ensure that all panelists can open your attachments and read them easily:

- Put the organization's name on each attachment page in a header or footer
- Use the organization's name in the title of each attachment file along with a description of the contents. For example:
  - Acme Theatre Strategic Plan
  - Acme Theatre Budget Breakdown and Board List
- Submit documents only in Microsoft Word, Microsoft Excel, or PDF. Panelists are not required to open any attachment that is not in these formats.
- If you scan material, make sure that it does not appear blurry, sideways or upside down on screen.

BUDGET BREAKDOWNS

Include a breakdown for each of the following budget lines:

Expenses

1. Personnel-Administrative
2. Personnel-Artistic
3. Outside Fees
5. Remaining Expenses

Income

9. Contracted Services
10. Corporate Support
11. Foundation Support
17. Revenue-Other

The breakdown should include a description and amount for all items that make up the total for that line. The breakdowns should be for the FY17 budget only, not for the most recently completed fiscal year.

Use the following format for the budget breakdowns. A complete list of Ineligible Expenses can be found on pages 9-10 in the Budget section.

EXAMPLE

Budget Line	Expense	Eligible GCA Expense	Ineligible GCA Expense	Total
Remaining Expenses	Utilities	$246		
	Cast Party, Refreshments		$100	
	Rent for Theatre Venue	$750		
	Costumes	$1,000		
	TOTAL			**$2,096**

Personnel

- For these lines, list the positions included in the total for that line. You do not have to list the individual salary for each position. Indicate whether each position is full-time (FT) or part-time (PT)
- Organizations with multiple employees in similar positions may group those positions together and list the number of positions included.

  EXAMPLE:

  Line 1- Personnel-Administrative
  - Executive Director (FT)
  - Development Staff (FT)- 5
  - Administrative Staff (FT)- 3
  - Security (PT)- 3

STRATEGIC PLAN

Submit your strategic plan for FY17 (July 1, 2016-June 30, 2017). This can be part of a multi-year plan, or a plan only for FY17.

If the plan does not contain the following, add additional pages with this information:

- An executive summary
- Period of time covered by the plan
- Groups involved in providing input on the plan (i.e. staff, board, funders, members, local officials, community groups, etc.)
- Information indicating the organization's progress towards achieving each step
- The date when the plan was/will be approved by the Board

PLEASE NOTE:

- If your FY17 Strategic Plan is still in the draft stage but will be completed before July 1, 2016, you may submit the draft. **You should only do this if the draft is far enough along that panelists can get a sense of the scope and goals of the plan.** If your draft is in its early stages or will not be completed by July 1, 2016, you should apply for a Project Grant instead of a Partner Grant.
- If you submit a draft of the FY17 strategic plan and you are awarded a grant, you will be required to submit a complete, board-approved copy of the plan along with your grant contract.
- If your organization's fiscal year does not align with GCA's fiscal year, then the plan you submit must overlap with GCA's 2017 fiscal year by at least six months.
- If your strategic plan is online, you may submit a link to the plan.
- If your organization does not have a strategic plan for FY17, then you should apply for a Project Grant.

BOARD OF DIRECTORS/COMMUNITY ADVISORY COMMITTEE LIST:

Choose the following category for your organization and follow the instructions for listing your board/community advisory committee. At the end of the list, briefly describe the contributions (monetary and/or in-kind) made by board members.

Non-Profit Organizations: List the following for each Board member:

- Name
- Position on board (if applicable)
- Corporate, business or community affiliation
- Number of years on the board
- Board term end date
- City/County of residence

Units of Government: A **Community Advisory Committee** must be established that provides oversight to the organization and at least 60% of the committee's members must be from the organization's community, not government officials or staff. List the following for each Committee member:

- Name
- Position on committee (if applicable)
- Corporate, business or community affiliation
- Number of years on the committee
- Affiliation (government official, staff of organization, or community member)

Colleges/Universities: A **Community Advisory Committee** must be established that provides oversight to the organization and at least 60% of the committee's members must be from the community, not students, faculty, or staff of the educational institution. List the following for each Committee member:

- Name
- Position on committee (if applicable)
- Corporate, business or community affiliation
- Number of years on the committee
- Affiliation (student, faculty, or staff of the college/university or community member)

SUPPORT MATERIAL

Support Material refers to material submitted by an applicant that is in addition to the other required material detailed elsewhere in the guidelines. Support Material should enhance the application and give the panel a deeper understanding of the organization. Support Material could include, for instance, resumes, reviews, photos, letters of support, surveys, survey results, sketches, videos, teacher guides, etc.

The following chart will be on the attachment page online:

Upload Requirements	Min. #	Max #	Max File Size	Uploaded
Images	0	10	25MB	
Videos	0	2	100MB	
Documents	1	10	25MB	
Audios	0	2	25MB	

The table shows the minimum and maximum number of items that you may upload in each category as well as the maximum file size for each.

The Support Material for each applicant must include a work sample which demonstrates the quality of the work of the organization and/or the artists involved with the project. For example, a dance company should include video of a performance, a museum should include photos of work that will be exhibited, an art festival should show examples of artists that have exhibited in past years, etc. Panelists will be evaluating artistic merit, so include enough material that the panel can evaluate the quality of the work that will be presented. Applications that do not include a work sample will be ineligible for review.

- The maximum number of documents (10) INCLUDES the other required attachments (Budget Breakdowns, Strategic Plan, Board List, etc.)
- In terms of Support Material, the minimum requirement is a single work sample (i.e. one video, audio sample or photo). In terms of the maximum amount of Support Material, panelists are only required to review:
    - 10 pages of documents
    - 10 images
    - five minutes of audio/video
- Audio/video samples may either be uploaded directly into the online application system, or applicants may upload a Word document with links to online audio/video samples.
- Audio/video samples uploaded directly into the online application system should be no longer than five minutes each. Online samples may be any length, but panelists are only required to watch/listen to five minutes of material.
- Applicants are not required to submit all four types of Support Material (images, videos, documents and audios). Some organizations may choose to submit 10 documents and a video while another may submit three documents and one image.
- Do not provide links to Dropbox, Hightail or any other file sharing service. These links often timeout before panelists have had a chance to access the files.
- Submit photos and/or images within a Word document or PDF, or via links to online images.

IF APPLICABLE

The following three elements will apply to only some applicants:

Letter from a Parent Organization

Applicants using a parent organization's 501(c)(3) must include a letter from the parent organization's Board Chair or Executive Director stating that the applicant organization is authorized to use the 501(c)(3) status of the parent organization.

Please note: A parent organization is not the same as a fiscal agent. GCA defines a parent organization as one with which an applicant has a long-term, legal relationship, and the parent organization has the ultimate fiduciary responsibility for the organization. A fiscal agent is an organization which allows an applicant to apply for funding using the fiscal agent's non-profit status, but which does not have a legal, ongoing, binding relationship with the applicant. While GCA allows applications from organizations using a parent organization's non-profit status, GCA does not accept applications from organizations acting as fiscal agents for another organization.

501(c)(3)

Any applicant that has never received a GCA grant or has not received a grant from GCA since FY13 should include a copy of their IRS 501(c)(3) letter. A letter from the state indicating that the applicant has non-profit status cannot be submitted in place of the IRS 501(c)(3) letter.

Financial Statements

Financial Statements are not required from government and college/university applicants.

Submit a balance sheet/statement of financial position and an income statement/statement of activities for the current fiscal year as well as for the most recently completed fiscal year. Submit up to two pages of notes which include any explanations or clarifications that you feel the panel may need in order to understand the organization's current fiscal health. If your financial statements show significant debt, the notes should address a plan to eliminate the debt. Indicate in the notes the organization's fiscal year.

Arts Education Supplemental Award

In FY15, GCA convened the Arts Learning Task Force, which was appointed by Governor Deal to provide recommendations regarding the implementation of arts learning in K-12 classrooms. The Task Force made 16 recommendation, which are available on GCA's website: http://gaarts.org/programs/arts-education/arts-learning-task-force-recommendations

In the past, Project and Partner applicants have had the opportunity to apply for an Arts Education Supplemental Award as part of the grant application process. This year, the Arts Education application will not be a part of the Partner/Project application. Instead, it will be a separate application which will focus on arts education programs that help GCA achieve the goals outlined in the Task Force recommendations. We anticipate that these guidelines will be available in January on GCA's website.

CRITERIA

Panelists use this scoring matrix to inform their scoring decisions:

Maximum available points	POOR	WEAK	AVERAGE	GOOD	EXCELLENT
40	1-8	9-16	17-24	25-32	33-40
20	1-4	5-8	9-12	13-16	17-20
10	1-2	3-4	5-6	7-8	9-10

Panelists will evaluate the applications based on the following criteria:

Community Impact (40 points)

- Does the organization clearly identify the community served?
- Is there a clear tie between the community being served and the mission and vision of the organization?
- Do the organization's programs benefit its community?
- Does the organization consider audience and community input when making programming decisions?
- Does the organization actively engage underserved audiences and develop ongoing relationships with these communities?
- Is the organization taking adequate steps to ensure that the venues/locations for the programs are accessible to people with physical disabilities?
- Does the organization describe a strong partnership that allows it to better serve its community and/or reach new audiences?
- Does the organization have clear reasons for choosing programs that will benefit the community being served?

Artistic Quality (20 points)

- Does the organization's programming exhibit high artistic quality?
- Does the organization have a qualified person/people making artistic decisions?

Goals (20 points)

- Does the organization have a clear, comprehensive FY17 strategic plan with specific, attainable goals?
- Do the goals in the strategic plan help the organization achieve its mission?
- Did the applicant clearly identify two goals for FY17 in the narrative? Will achieving the two goals have an impact on the community the organization serves?
- Does the organization have an effective way to measure their success at achieving the goals?
- Do the organization's goals align/intersect with GCA's goals?

Fiscal Stability (10 points)

- Is the organization fiscally stable?
- If there is debt, is there a strong plan to eliminate it?
- Are there diverse revenue sources in the budget?
- Is the budget reasonable and sufficient for the programming proposed?

Organizational Stability (10 points)

- Is the application well-prepared?
- Are there any areas of concern with the administrative structure of the organization, such as the board, the staff, or the overall mission of the organization?

Partner Grant Checklist

Be sure to complete all of the questions in the online application and attach all required components. Incomplete applications will not be reviewed. Applicants cannot submit additional information or material after the deadline.

GO Online Application
The following items are included as part of the online application:

- Narrative
- Budget
- List of Programs

Attachments
The following items must be attached to the GO Online Application:

- Budget Breakdowns
- FY17 Strategic Plan
- Board of Directors List/Advisory Board List
- Support Material

The following items are required of some applicants and should be attached to the GO application:

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*If you have any questions, please contact Tina Lilly, Grants Program Director, at **tlilly@gaarts.org** or **(404) 962-4827**.*